



## ROBERT COLLEGE

ISTANBUL, TURKEY

### ROBERT COLLEGE is seeking a full-time LISE OFFICE ASSISTANT

#### RESPONSIBILITIES INCLUDE:

- Possess good organizational, writing and communication skills and an ability to anticipate the needs of the whole Lise Office team, faculty, students and parents
- Handle highly confidential matters and time sensitive documents
- Translation of written documents and oral translations, as needed, with faculty, parents and visitors
- Schedule meetings, prepare agendas, reserve and setup facilities
- Perform operational tasks to maintain an effective and well-organized office
- Answer enquiries from students and parents
- Input and analysis of data related with student-focused systems
- Provide consistent and professional support to faculty, parents, students and visitors
- Create school documentation, as needed
- Maintain efficient filing of information in hard or electronic copy

#### QUALIFICATIONS/PERSON SPECIFICATION:

- Associate/University degree
- Minimum 2 years of experience preferably in a multicultural environment
- Proficiency in written and spoken English
- Strong working knowledge of MS Office Programs
- High level of IT skills and an interest in technological trends
- Excellent organizational skills with particular ability to multi-task and prioritize work with great follow-up skills
- Superior judgment, professionalism, a pleasant, warm demeanor and a thoughtful approach to administrative support in a collaborative team environment
- Excellent time management and planning skills

Interested applicants who meet the qualifications may complete the online **application form** and send it to [rchr@robcol.k12.tr](mailto:rchr@robcol.k12.tr) by February 10, 2025 including the contact details for at least three professional references.

*\*Aligned with international child protection standards, Robert College is committed to the safeguarding of children: its recruitment process includes a rigorous child protection element and detailed background checks.*